

Community Development Department

P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132

503-537-1240 ▪ Fax 503-537-1272 ▪ www.newbergoregon.gov

NOTICE OF DECISION

DR120-0008 – 1404 E Sherman Street
Lewis Renovation – George Fox University

April 24, 2020

Dan Schutter
George Fox University
414 N Meridian St.
Newberg, OR 97132

Dear Mr. Schutter,

The Community Development Director has approved the design review application DR120-0008 for the remodel of an existing building (Lewis Apartments) located at 1404 E Sherman Street. The building is currently being used as student housing, and the proposed work will change the use to offices for the George Fox Resident Life staff. Remodeling will include reconstruction of the northern entrance, including a covered porch, conversion of existing parking stalls to Americans with Disabilities Act (ADA) accessible spaces, interior remodeling to convert living units into office and conference rooms, new sidewalks at the north entrance to meet ADA requirements, and landscape improvements around the building. The proposed work will occur within and around the western building. The decision will become effective on May 8, 2020, unless an appeal is filed.

You may appeal this decision to the Newberg Planning Commission within 14 calendar days of this decision in accordance with Newberg Development Code 15.100.170. All appeals must be in writing on a form provided by the Planning Division. If you wish to appeal, you must submit the written appeal form together with the required fee of \$541.80 to the Planning Division within 14 days of the date of this decision.

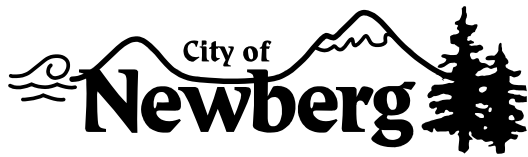
The deadline for filing an appeal is 4:30 pm on May 7, 2020.

Design review approval is only valid for one year from the effective date above. If design review approval for your project is approaching its expiration date, contact the Planning Division regarding extension opportunities.

If you have any questions, please contact me at 503-537-1215 or keith.leonard@newbergoregon.gov.

Sincerely,

Keith Leonard, AICP
Associate Planner



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NOTICE OF DECISION

DR120-0008 – 1404 E Sherman Street
Lewis Renovation – George Fox University

FILE NO: DR120-0008

REQUEST: Design review approval for the remodel of an existing building on the George Fox University (GFU) campus currently used as student housing. The project includes new ADA accessible parking, ramp, and entry on the south side of the building; a new entrance on the northern side; new exterior window and doors; site landscaping; and interior remodel to accommodate the proposed office use.

LOCATION: 1404 E Sherman Street

TAX LOT: R3217CD 06200

APPLICANT: Dan Schutter, George Fox University

OWNER: George Fox University

ZONE: I (Institutional)

OVERLAY: Airport Overlay (Airport Inner Horizontal Surface)

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Section I: Findings

Newberg Development Code

15.220.050 Criteria for design review (Type II process).

A. Type I.

The following criteria are required to be met in order to approve a Type I design review request:

1. **Parking.** Parking areas shall meet the requirements of NMC 15.440.010.

Finding: The site is zoned I (Institutional) and is part of the George Fox University campus. The required off-street parking is provided on the development site (which is the entire university campus) and is under the same ownership. The change in use from student housing to office removes 14 student beds on campus. Existing parking for the building will be reduced by three spaces to accommodate two ADA parking stalls at the southern entrance of the building. However, office uses do not have an additional parking requirement. Per the Applicant's parking inventory, with the reduction of 14 beds at the Lewis Apartments, total parking for the campus will have a surplus of 28 spaces.

The existing parking meets the minimum requirements, and the proposal does not require additional parking. The standards of NMC 15.440.010 are met. This criterion is satisfied.

2. **Setbacks and General Requirements.** The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and NMC 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.

Finding: The proposal is to remodel an existing one-level building currently being used for student housing. The Lewis Apartments include two detached one-level buildings; this design review application is only applicable to the western building, as depicted in the Applicant's plan set. The building is being converted to offices, and a new front entrance with a covered porch and sidewalk entry is proposed on the north side of the building. Exterior updates include new windows and doors to accommodate the proposed office use. Because the building is not used for educational purposes, it is considered an accessory building, which has a height limit of 75 feet in the Institutional (I) zone. This building is one story and does not exceed 75 feet. The Applicant is not proposing to modify the height of the building,

use the alternative building height standard, or proposing features that are subject to the building height exemption. The building height standards of NMC 15.415.010 through 15.415.030 are met.

The existing building is located on a lot that has frontage on E Sherman Street (an existing, private street vacated per City Ordinance 2007-2677). E Sherman Street connects to Villa Road (public street) ±300 feet east of the proposed project. Vehicular access to the subject building is via E Sherman Street and service drives. No changes are proposed to the existing access points to N Villa Road. The public access standards of 15.415.040 are met.

The standards governing single-family attached dwellings in NMC 15.415.050 and home occupations in 15.415.060 do not apply to this proposal, which involves remodeling and changing use of an existing building on the GFU campus.

No new lots or dwelling units are being created with this proposal, so the lot requirements of NMC 15.405.010 through 15.405.030 do not apply. Lot and parking coverage requirements in 15.405.040 also do not apply because the site is within the I (Institutional) zone.

The building is located near the center of the main GFU campus. The existing building footprint is not proposed to be changed, except for the addition of a covered entry structure extending from the north end of the existing building. The Applicant indicates that the 25-foot front setback can be met; however, the Site Plan does not include a dimension. The Applicant shall include a front setback dimension for the proposed covered entry on the building permit plans to demonstrate compliance. The Applicant did not include delineation of vision clearance area on the Site Plan; however, the remodel does not appear to impact a vision clearance area.

The applicable standards of NMC 15.405, 15.410, and 15.415 can be met as outlined above and conditioned below in the notes section of this report. This criterion will be met with the adherence to the notes listed in this report.

3. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.

Finding: The standards of 15.420.010 require that at least 15% of the site be landscaped. In addition, there are standards for parking lot landscaping, street trees, irrigation, and maintenance of landscaping. Lawn area and shrubs on the northwest corner of the building will be removed to accommodate ±211 square feet of concrete for

the new building entry. The existing concrete walkway on the eastern side of the building is proposed to be removed and restored with lawn. The Applicant's landscape plan shows a variety of shrubs proposed along the western and southern building perimeter and surrounding the new entry on the north side. Overall, the project will result in a 99-square-foot net decrease of impervious area to be improved with landscaping, and, therefore, the landscaping total on campus will not drop below the minimum 15% requirement. The proposed construction will not impact parking lot landscaping, street trees, irrigation, or maintenance. This criterion is satisfied.

4. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.

Finding: The project includes a new freestanding campus bluebar sign, ±3 feet wide and ±4 feet tall, to be placed near the northern entrance of the building. The sign will include the building address and use. The sign will not be visible from the closest public right-of-way, Villa Road, ±350 feet to the east. Therefore, per NMC Section 15.435.010(A)(5) the sign is exempt from the standards of NMC Section 15.435 therefore this criterion does not apply.

5. Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.304.010 through 15.328.040.

Finding: The Applicant is proposing a change of occupancy for the existing building from student housing to campus offices. These are both accessory uses to the primary use (College). Colleges are a permitted use in the I (Institutional) zone. This criterion is satisfied.

Conclusion: The proposed design review meets the applicable criteria as proposed, subject to the conditions of approval below.

Section II: Conditions of Approval

A. Planning Notes

1. This approval is valid one year from the effective date within which time a building permit must be acquired, or the design review approval shall terminate.
2. At the time of building permit review, the Applicant shall include a front setback dimension demonstrating compliance for the proposed covered entry feature at the north end of the building.